Klarstig

# Tool Lending Library - Stock Rotation Review

Check the order in which stored supplies should be used and identify stock needing attention. Setting: Tool Lending Library.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Stock Rotation Review

**Shelf or storage group checked ***

**Date labels or rotation markers observed ***

**Items out of sequence or with unreadable labels ***

**Proposed reordering or review of affected stock**

## Tool Lending Library

**Loan session and tool-storage location ***

**Tool reference, accessory kit or carrying case ***

**Loan turnaround, completeness check or demonstration needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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